**MIPPA Reporting Guidance for AAAs and ADRCs
September 30, 2014 – September 29, 2017**

CDA Contact	For questions or to submit performance reports: • Ellen Goodwin, ellen.goodwin@aging.ca.gov, 916-419-7590 • For performance reports, please copy Pollyanna Barnich, pollyanna.barnich@aging.ca.gov
Reporting Periods	**Year 1** • 9/30/2014 through 3/31/2015: reports due 4/15/ 2015 • 4/1/2015 through 9/29/2015: reports due 10/15/2015 **Year 2** • 9/30/2015 through 3/31/2016: reports due 4/15/2016 • 4/1/2016 through 9/29/2016: reports due 10/15/2016 **Year 3** • 9/30/2016 through 3/31/2017: reports due 4/15/2017 • 4/1/2017 through 9/29/2017: reports due 10/15/2017
Measures	**Narrative Report:** Each participating Area Agency on Aging (AAA) will provide a brief narrative report for each reporting period (two per year). Further guidance will be provided prior to each due date. **Partner List:** Each AAA will provide a list of project partners once during each project year. This list will be submitted with each year's final report (by October 15). **Data:** 1. Number of outreach or enrollment activities conducted involving one or more of the following topics: LIS, MSP, Part D, Medicare prevention/wellness benefits. 2. Number of outreach or enrollment activities conducted in rural areas involving one or more of the following topics: Part D, LIS, MSP, Medicare prevention and wellness benefits. This will be a subset of Performance Measure (1) above. 3. Number of Part D assistance sessions conducted by your agency. 4. Number of LIS and MSP applications your agency played a direct role in completing and/or submitting.

Reporting Directions for AAAs	1. **Data**: Please complete and submit the MIPPA Reporting Tool for any MIPPA-related work completed by the AAA itself and/or by your ADRC (if applicable). **Note**s: *If neither the AAA nor the ADRC did any direct MIPPA work (counseling, outreach, or enrollment), please state that on the reporting tool and return the tool to CDA.* *<u>Do not include data for work completed by your HICAP</u>. CDA will collect HICAP data directly from the statewide HICAP database .* 2. **Narrative Report**: Please submit one *aggregate* narrative report during each reporting period for all partners working with the AAA, including your HICAP and ADRC (if applicable). CDA will provide guidance regarding the narrative report prior to each due date. 3. **Partner List**: Please submit one partner list each year that lists all project partners working your AAA.